

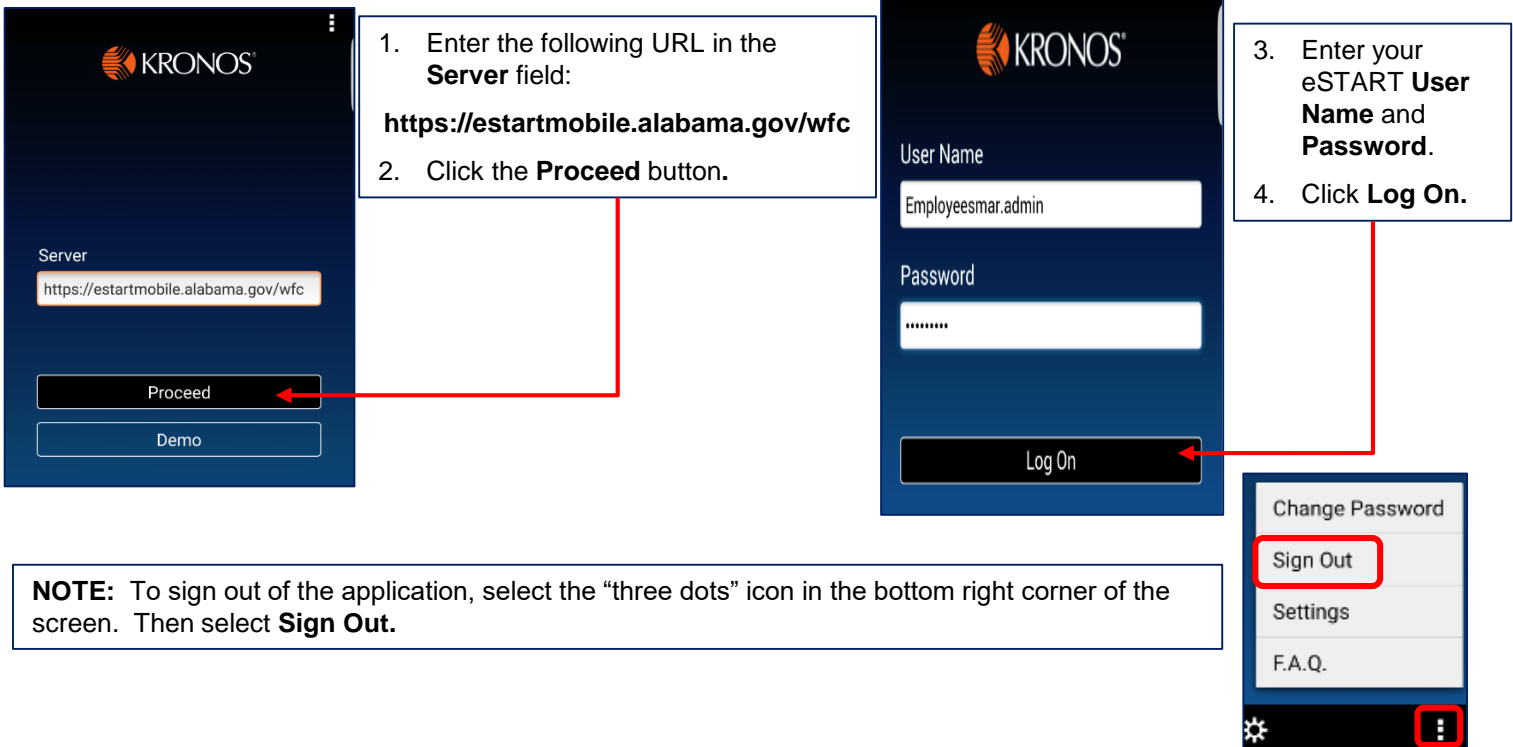
## Downloading the Application

From the **Play Store** on your **Android** phone, search and download **Kronos Workforce Ready Mobile**. The application is free.

**NOTE:** You must be approved and have a mobile license applied to your eSTART account in order to use this application. For more information, contact your Agency Administrator.

## Launching the Application and Logging On

Once the application has been downloaded, launch it on your phone.

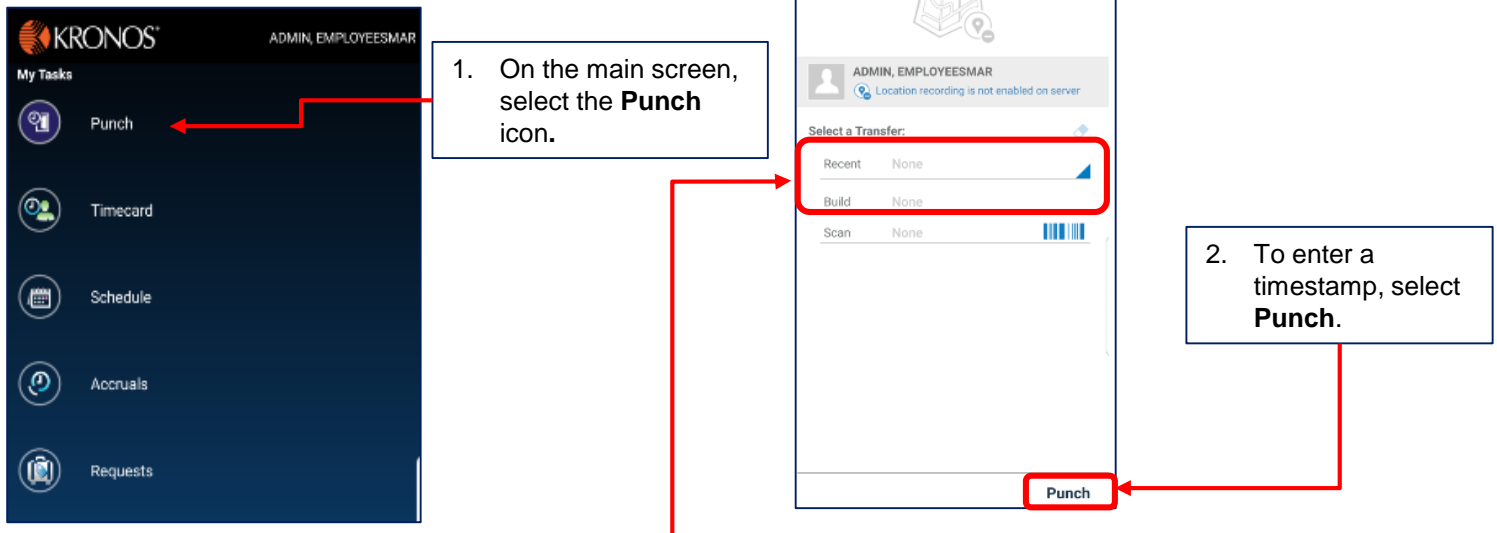


1. Enter the following URL in the **Server** field:  
**https://estartmobile.alabama.gov/wfc**
2. Click the **Proceed** button.
3. Enter your eSTART **User Name** and **Password**.
4. Click **Log On**.

**NOTE:** To sign out of the application, select the “three dots” icon in the bottom right corner of the screen. Then select **Sign Out**.

## Performing Employee Tasks

### Punch In or Out

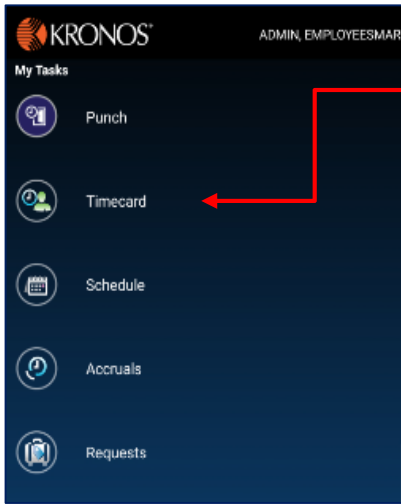


1. On the main screen, select the **Punch** icon.
2. To enter a timestamp, select **Punch**.

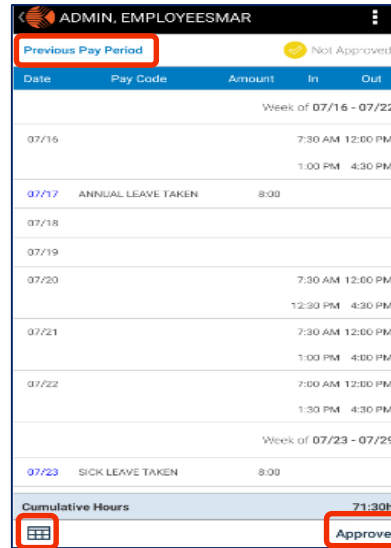
**NOTE:** If you are starting a shift that requires a transfer, select **Recent** if the grant has been previously selected. If selecting for the first time, select **Build**. Select **Labor Level>Grant-Project** and choose the grant for the transfer. Use the **Search List** field to search for a grant, if needed. The **Scan** feature is not currently available.

# Mobile Application Employee Job Aid (Android)

## View your Timecard

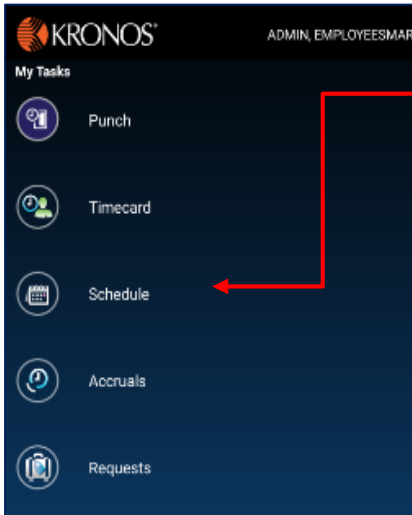


1. On the main screen, select the **Timecard** icon.

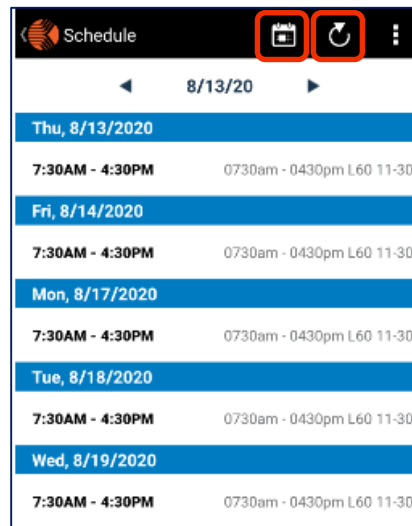


2. Tap the pay period in the upper left and select the desired pay period.
3. Tap the date to view details of the hours worked.
4. Tap the **Ledger** icon to view totals.
5. Tap **Approve** to approve the timecard.

## View your Schedule

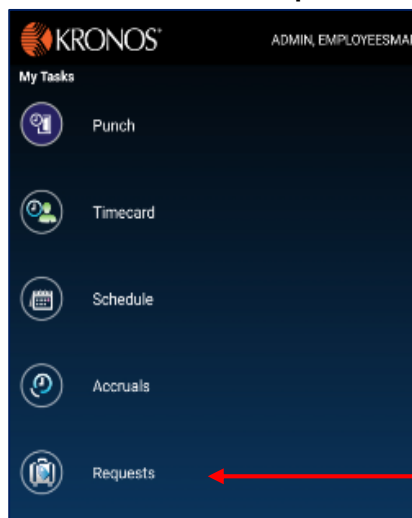


1. On the main screen, select the **Schedule** icon.

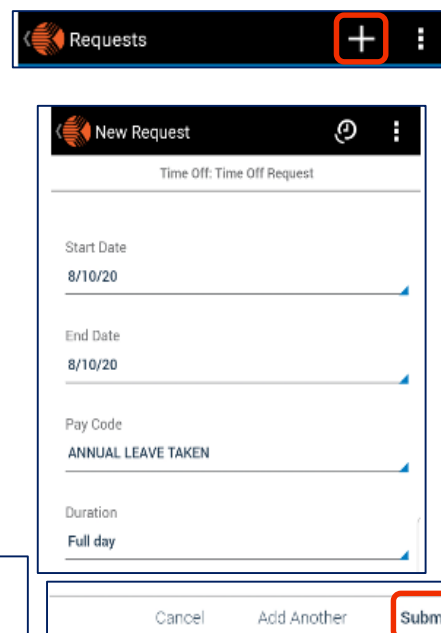


2. Use the arrows to change time periods.
3. Tap the shift to view the details of a shift or time off request.
4. Tap the **Calendar** icon to link to today's schedule.
5. Tap the **Refresh** icon to refresh the screen.

## Submit a Time Off Request



1. On the main screen, select the **Requests** icon.



2. Tap the **Plus** icon to begin a new request.

3. Select **Start Date** and **End Date**.
4. Select **Pay Code**.
5. Select **Duration**.
6. Click **Review** to review the request and add a note (optional).
7. Select **Submit**.

**NOTE:** The **Accruals** icon may be used to view accrual balances.